

Town of Mansfield, Connecticut  
Finance Office Renovations  
Town Manager's Office Renovations

**TO: Prospective Bid Proposers:**

This Addendum forms part of the "Request for Proposal – Finance Office Renovations / Town Manager's Office Renovations" and modifies or clarifies the original "Request for Proposal – Finance Office Renovations / Town Manager's Office Renovations" for this project dated May 1, 2020. Prospective Bid Proposers shall acknowledge receipt of the addendum and submit with their bid. Failure to do so may subject the Bid Proposers to disqualification.

**BID PROPOSAL FORM:**

Delete Page 23 in its entirety and insert the attached Bid Proposal Form in its place.

**Questions:**

The following are questions that were received from potential bidders with the following answer provided in bold italics below:

Q1: Who will move the furniture in the offices?

**A1: *The Town's staff will move the furniture in the offices.***

Q2: According to question 9 on Addendum No. 1 and the bid form, the project needs to be broken into two parts - Town Managers Office and the Finance Office. In order to do this we will actually need to be getting (3) mini-split system quotes. One for each office, each with one head and appropriate sized condenser as well as having a third quote in our back pocket for the scheduled equipment for the entire job. Is that the intent?

**A2: *The Town will be awarded this project as one lump sum for both offices. Please see the attached revised bid form.***

Q3: Given the size and scope of the project are the following endorsements actually required?

1. Primary and non-contributory (PNC)
2. Waiver of subrogation (WOS)

**A3: *The Contractor shall provide the listed requirements for insurance as stated in the RFP.***

Q4: The bid form asks for a breakdown between "Finance Office" and "Town Manager's Office". Please clarify, drawings do not have these names shown.

**A4: *As stated in the answer to question #2, the Town will be bidding this as one project.***

Q5: Does the Town have a dedicated contact at Automated Business Systems?

**A5: *As stated in Addendum No. 1, the company is Automated Building Systems located in Glastonbury. The Town does not have a dedicated contact.***

- Q6: On the electrical plan Hubbell switches are referenced, are these the only switches allowed?  
**A6: *On Plan Sheet E2, Part 2.06, Switches and Receptacles, please note that Hubbell products or an equivalent shall be allowed.***
- Q7: Is there an existing concrete pad for the condensing unit or is the contractor required to provide a new pad?  
**A7: *The contractor is required to provide a new concrete pad.***
- Q8: Drawing M-2 in section 1.27 SEISMIC REQUIREMENTS of the Mechanical Specification, is asking for a structural engineer to review and certify 'the devices for particular application' and seismic criteria. Is this required? If so, is this note referring to the condenser and wall mounted units? The electrical specification has the same note under section 1.25.  
**A8: *No, a structural engineer is not required to review and certify.***
- Q9: In drawing A-1 under spec section 08700 Hardware there is reference to "HCP Door Opener Push Plate". Is this a standard handicap push plate you would find at storefront openings or an option with the Schlage L Series handle set? If it is a typical handicap push plate, is any wiring or door opener required?  
**A9: *There is no wiring, door opener, or electrical switch plate required.***
- Q10: The existing left and right hand walls in the secretary area are brick with existing wire molding for outlets and data jacks. Will the electrician be running new wire mold on these walls for outlet and data jack locations?  
**A10: *Yes, the electrician shall run new wire mold on these walls for outlet and data jack locations.***
- Q11: Drawing E-1 under the 'Electrical Symbol List' says to provide cable per utility company specifications, but then it also goes on to say to provide conduit with pull wire to accessible location for data. Is the electrician to run data lines with jacks to the locations shown or just provide conduit with a pull wire? 3 of the data jack locations shown in the secretary area are on brick wall.  
**A11: *Yes, the electrician shall run data lines with jacks to the locations shown.***
- Q12: Is the electrician to run a data and phone line to data jack locations, or just a data line?  
**A12: *The electrician shall just run a data line to the data jack locations.***
- Q13: On drawing E-2 under section 2.06, Hubbell switches and outlets are specified. Are other manufacturers acceptable?  
**A13: *As referenced above in question 6, an equivalent to Hubbell switches and receptacles will be acceptable.***
- Q14: Is a bid bond required?  
**A14: *No, a bid bond is not required.***
- Q15: Is the intent to have an automatic door opener in the new Finance Office, or just ADA lockset?  
**A15: *The Town would like to have an ADA lockset only.***

Q16: Also, both my HVAC subcontractors quoting this are concerned with the cost of integrating the split units into the BMS system. Is there a contact at Automated Logic we can talk to?

**A16: *The Town is not looking to integrate the split units into the BMS system.***

This addendum must be signed and returned with your Bid.

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Authorized Signature of Bidder

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Company Name

**End of Addendum No. 2**

**ATTACHMENT A**  
**BID PROPOSAL FORM**

**Town of Mansfield**

**Finance Office Renovations**

**Town Manager's Office Renovations**

The undersigned proposes to furnish all labor, equipment, and materials as specified on the drawings and permits required for the renovations to the Finance Office and the Town Manager's Office at the Town Hall for the Town of Mansfield in accordance with the accompanying scope of work, for the lump sum price specified below.

This bid includes Addenda numbered: \_\_\_\_\_

The proposed total lump sum cost for the renovations to the Finance Office and the Town Manager's Office is:

\_\_\_\_\_  
(Written Words)

\$ \_\_\_\_\_  
(Figures)